



ANKURGECA INCUBATION CENTRE FOUNDATION (AICF)
License under section 8 (1) of the Companies Act, 2013

[Pursuant to rule 20 the Companies (Incorporation) Rules, 2014]

Supported by

Government College of Engineering Aurangabad, Chatrapati Sambhajnagar
(An Autonomous Institute of Government of Maharashtra)

PAN: AASCA8970G

Section 8 License No.: 116741

TAN: NSKA10686E



AICF/2025/61

Date: 03/05/2025

Guidelines for Incubation Manager

- **Position:** Incubation Manager/Coordinator for "AnkurGECA Incubation Centre Foundation" (Under section 08 of The Companies Act, 2013)
- **Job Responsibilities:**
 - Creating awareness about Innovations, Incubation, Entrepreneurship and Start-up, etc.
 - Engaging students in these activities and Developing start-up culture within institution
 - Engaging and maintaining communications with mentors, speakers, experts, government officials and potential investors for various training/selection/mentorship, programs/events, Designing and implementing outreach efforts/events
 - Liaising and Creating support network for incubation centre and managing incubation support activities of evolving start-ups
 - Engaging with potential incubatees and creating pipeline of applicants through programs and events, maintaining database of applicants and implementing selection process
 - Financial and administrative record keeping of the centre
 - Keeping track of progress and support provided to pre-incubation/incubation activities
- **Academic Qualification:**
 - Graduate degree in engineering/management discipline from a reputed university / academic institution.
- **Experience:**
 - Work experience of minimum 01-02 years
 - Candidates with experience in handling activities related with startup and Entrepreneurship would be preferred.
 - Experience in dealing with industrialists and working professionals would be an added advantage.
 - Candidate working on own startup would be preferred
- **Key Skills and Requirements:**
 - Excellent communication skill in English is a must
 - Proficiency in Office management
 - Should have flair for entrepreneurship
 - Knowledge of IPR
 - Should have good inter-personal skills and be able to handle tasks and projects independently
 - Should have an outgoing and positive personality, with a penchant for thinking out of the box and finding innovative solutions.

➤ **Emoluments:**

- Rs.25,000/- to Rs.40,000/- per month commensurate with qualification, experience and suitability for the post.
- Salary will not be bar for the right candidate.

➤ **General Instructions:**

- Applicants working in Govt./Semi Govt./Public Sector Undertaking will be required to submit 'No Objection Certificate' from their employer at the time of Interview. Candidates on selection are required to submit relieving letter from their employer (Govt./Public sector/Private) at the time of joining the Institute, without which they will not be allowed to join.
- Application forms should be supported by self-attested photograph and documents in respect of qualification, experience etc., of the candidates
- The prescribed qualification is the minimum and mere fulfilling the minimum essential qualification will not entitle an applicant to be called for test/interview.
- Competent authority may relax the age and experience in deserving cases.
- Any subsequent amendments/modifications etc., if any, will be notified in the Institute's website and may be referred by the interested candidates
- No interim queries will be entertained.
- The authority reserves the right to reject/accept any/all candidature without assigning any reason.

Interested candidates meeting the above requirements will appear for a walk-in interview for Incubation Manager on 17th May 2025, Time 11.00 AM. Venue: TPO Cell, Government College of Engineering Aurangabad Maharashtra .

Dr. Shilpa Kabra


Dr. S. S. Agrawal


Dr. Anil Karwankar

Dr Sanjay Dambhare


Dr. Sanjay Dambhare